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RETURN TO
RECORDS MANAGEMENT DIVISION

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Proposed Regulation No.
Records Management

25X1

1. Subject regulation is submitted for your consideration and approval. It replaces Agency Regulation No.

25X1

2. It is necessary to revise the Records Management Regulation to reflect the recent reorganization which made the Management Staff responsible for the records management function and to further clarify the policies, objectives and scope of the records management program and assign responsibilities for its implementation.

Chief, Management Staff

25X1

Attachment

Proposed Reg. No.

25X1

MS/RMD/MMR:ew (8 July 1954)

Distribution:

Orig. & 2 - Addressee
2 - Reg. Con. Staff
2 - Mgt. Staff

*MMR
JRH
[Signature]*

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REGULATION
NO. 7

RECORDS MANAGEMENT

Reclassification: CIA Regulation No.

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1. GENERAL

This Regulation establishes the Agency-wide Records Management Program and prescribes general policies and methods for its administration. Its requirements are based on, and in agreement with, the Federal Records Act of 1950 (Public Law 754), other applicable Federal statutes and regulations, and existing Agency policies.

2. OBJECTIVE AND SCOPE

The objective of this program is the economical and efficient management of Agency records. Attainment of this objective with resultant economies in manpower, supplies, equipment, space, time and money will be realized by a continuing application of the following major program elements.

a. Records Creation

- (1) Forms Engineering and Management
- (2) Reports Management
- (3) Correspondence Management

b. Organization, Maintenance and Use of Active Records

- (1) Mail Control
- (2) Reference Service
- (3) Maintenance Management
- (4) Equipment and Supplies Standards
- (5) Microphotography
- (6) Vital Materials

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c. Disposition of Records

- (1) Inventory and Appraisal
- (2) Legal Retention and Disposal Authorizations
- (3) Cut-off and Retirement
- (4) Preservation and Archival Management
- (5) Disposal
- (6) Inter-Agency and Intra-Agency Transfers
- (7) Records Center Operations

3. POLICIES

Adherence to the following policies are essential to the conduct of an effective Records Management Program:

- a. Controls over the creation and utilization of records shall be instituted and maintained to ensure that important policies and decisions are adequately documented by the most efficient and economical means and that the creation of unnecessary records is prevented. The control, engineering and management of forms, reports and correspondence, and the immediate destruction of transitory material are essential program elements.
- b. Provision shall be made for the efficient and economical maintenance of current records through continuing analysis and improvement of systems for mail handling and routing, record classification and indexing, and the reproduction of records. Office equipment and filing supplies shall be standardized and their proper utilization assured.
- c. A continuing program of Agency-wide controls over micro-filming operations shall be established to ensure the technical and economical feasibility of proposed projects and to ensure efficient equipment utilization on approved projects.
- d. Vital materials shall be identified and removed to a repository for safe keeping.
- e. A Records Center shall be established and maintained for the storage, processing and servicing of Agency records, including Top Secret, which are no longer used or are infrequently needed in the conduct of current business.
- f. A records scheduling program shall be established and maintained to ensure (1) that permanently valuable records

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are identified and preserved for future use, (2) that temporarily valuable records are identified and legally disposed of as soon as their value decreases to the point where it does not warrant the cost of their retention, and (3) that all non-current records be removed, on a continuing basis, from high cost office space and filing equipment to Records Center storage.

4. Records shall not be alienated or destroyed except in accordance with standards developed or approved by the Management Staff. Sections 234 and 235 of Title 18 of the United States Code attaches severe penalties to the willful and unlawful destruction, damage or alienation of any Federal records. It reads as follows:

"234. Destroying public records. Whoever shall willfully and unlawfully conceal, remove, mutilate, obliterate or destroy, or attempt to conceal, remove, mutilate, obliterate, or destroy, or with intent to conceal, remove, mutilate, obliterate, destroy, or steal, shall take and carry away any record, proceeding, map, book, paper, document, or other thing, filed or deposited with any clerk or officer of any court of the United States, or in any public office, or with any judicial or public officer of the United States, shall be fined not more than \$2,000, or imprisoned not more than three years, or both."

"235. Destroying records by officer in charge. Whoever, having the custody of any record, proceeding, map, book, document, paper, or other thing specified in section 234 of this title, shall willfully and unlawfully conceal, remove, mutilate, obliterate, falsify, or destroy any such record, proceeding, map, book, document, paper, or thing, shall be fined not more than \$2,000, or imprisoned not more than three years, or both; and shall moreover forfeit his office and be forever afterward disqualified from holding any office under the Government of the United States."

5. DEFINITIONS

- a. Records include all books, papers, maps, photographs, or other documentary material, regardless of physical form or characteristic, made or received by an agency of the United States Government in pursuance of Federal law in

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connection with transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities, or because of the informational value of data contained therein." (57 Stat. 380, as amended; 44 USC 306).

- b. Non-record Material includes library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents." (57 Stat. 380, as amended; 44 USC 306).
- c. Non-current Records are those records which are no longer used or infrequently needed, in the conduct of current business, including records of discontinued activities. This material is commonly referred to as semi-active, inactive, or retired records.
- d. Forms are the devices by which management seeks uniformity and simplicity in the recording, transmitting, reporting and data processing of vital information. They are preprinted, containing predetermined spaces for inserting specific information. Items such as certificates, labels, stickers, tags, placards, cover sheets and form letters are included in this definition.
- e. Reports are accounts or statements of information prepared in written narrative, tabular, punch card or graphic media and transmitted by one organizational element to another in conformance with an established requirement. An administrative or management report as distinguished from an operational report provides for administrative or management control over an activity or operation.
- f. Correspondence includes all memorandums, letters, and dispatches (excluding operational reports) sent or received by Agency personnel in the execution of official duties.
- g. Vital Materials are those specific items in possession of the Agency which are essential to its continuance and which, if destroyed, would constitute a serious or irreplaceable loss.
- h. An Area Program is one covering a major component (Deputy Directors (Administration), (Intelligence), and (Plans)), the Director of Training and the Assistant Directors for Communications and Personnel, or an operating office (Office, Division or Staff subordinate to a major component).

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5. RESPONSIBILITIES

a. Decentralized Concept. Management of Central Intelligence Agency records will be accomplished on a decentralized basis. Under this plan, the Chief of the Management Staff will be responsible for conducting the management policy and program planning functions of the Agency-wide program while chiefs of major components and chiefs of operating offices will be responsible for local application of the program within their sphere of authority.

b. Management Staff. The Chief, Management Staff, shall

- (1) Plan, direct and coordinate a continuing Agency-wide records management program embracing all elements of Records Creation, Maintenance and Disposition, including Vital Materials Program; its extension to and installation by all components of the Agency.
- (2) Develop, formulate and issue all basic program plans, policies and procedures; establish and define professional standards, methods and techniques of records management.
- (3) Serve as the Agency liaison to the National Archives and Records Service, GSA, on all matters pertaining to records; maintain Agency liaison with Federal and private organizations on all records management matters.
- (4) Develop, prepare and disseminate instructional and training media. Provide (either separately or in collaboration with the Director of Training) facilities for the guidance, indoctrination, and technical training of program participants.
- (5) Develop and install systems for measuring, collecting and reporting savings accruing from the program.
- (6) Serve as Agency archivist in all matters pertaining to the preservation of records of continuing value.
- (7) Conduct periodic inspections to review the effectiveness and progress of area programs.

c. Major Components. Chiefs of major components shall

- (1) Install, direct and maintain a continuing records management program within their component.
- (2) Extend this program to all operating offices within their sphere of authority in accordance with the

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basic concept, policies, methods, techniques and procedures prescribed by the Chief, Management Staff.

6. METHOD OF ESTABLISHMENT

- a. Establish the Program. A records management program will be established by chiefs of major components who will disseminate to their operating offices instructions for its administration. Major component programs may be decentralized to operating offices if desired. The Chief, Management Staff, will assist chiefs of major components in determining program scope, staffing and timing, and the extent to which the services of the Management Staff will be used.
- b. Program Staffing. Upon establishment of the Area Program, an Area Records Officer, GS-11 or above, will be designated by the chief of the major component or operating office to direct the conduct of the program. An adequate staff will be provided to ensure accomplishment of program objectives.

7. SUPPLEMENTAL ISSUANCES

- a. The following handbooks have been issued to supplement this regulation:

RM	[]	Records Management Program Guide
RM	[]	Correspondence Handbook
RM	[]	Handbook for Subject Filing

- b. In addition to those already issued, handbooks on reports management, correspondence management, forms management, mail control systems, microphotography, vital materials, and records disposition will be developed and issued at a later date.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

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